

DESIGN PLAN REVIEW
COMPLETE APPLICATION REQUIREMENT CHECKLIST

Submittal Deadline for Subdivision Application is prior to end of business (4:30 PM) on the 1st Business Day of the month in which the applicant wishes to appear before the Planning Commission. The following items are REQUIRED for any Design Plan Review application to be deemed COMPLETE:

- ☐ **TEN (10) COPIES OF COMPLETED APPLICATIONS WITH NOTARY SEAL (1 Original, 9 Copies)**
- ☐ **COMPLETE PARCEL IDENTIFICATION NUMBER (PIN)**
- ☐ **TEN (10) SETS OF COMPLETE DESIGN PLAN**
 - ☐ 36" x 24" Minimum Size
 - ☐ 1" = 100' Scale (six (6) or more lots)
 - ☐ All items addressed per Design Plan Review Table (Article IV, pg. 6-7)
- ☐ **CD CONTAINING THE FOLLOWING ITEMS:**
 - ☐ Electronic/Digital .DFX or .DWG (AUTOCAD) Version of Plans
 - ☐ Electronic .PDF (ADOBE) Version Set of Plans
 - ☐ Electronic .JPEG or .TIF Set of Plans
- ☐ **TEN (10) SETS OF 11"x17" REDUCED SETS OF PLAN**
- ☐ **CONCEPT PLAN APPROVAL LETTERS FROM ALL LISTED AGENCIES AS FOLLOWS:**
 - ☐ CLERMONT COUNTY ENGINEER'S OFFICE
 - ☐ CLERMONT COUNTY WATER & SEWER DISTRICT
 - ☐ CLERMONT COUNTY BUILDING INSPECTIONS DEPARTMENT
 - ☐ TOWNSHIP ZONING AND/OR ADMINISTRATION
 - ☐ USDA NATURAL RESOURCES CONSERVATION DISTRICT
 - ☐ GENERAL HEALTH DISTRICT & OEPA – if Req'd (On-site Systems)
 - ☐ OHIO DEPARTMENT OF TRANSPORTATION – if Req'd (If Applicable)
- ☐ **ADDITIONAL APPLICATION ITEMS:**
 - ☐ Variance Request(s) – 10 Copies/Per Single Variance Request
 - ☐ Special Development Request – 10 Copies/Application (If Applicable)
- ☐ **APPLICABLE FEES FOR REVIEW – MAKE CHECKS PAYABLE TO:
"CLERMONT COUNTY TREASURER"**

If any application for Design Plan Review is missing any of the above items, application will be deemed INCOMPLETE. Incomplete submittals WILL NOT be accepted, processed, or considered. Once all required items are received, application will be accepted and processed for the next available Planning Commission Meeting.

Complete Submittal – Application Approved for Processing

Planning Commission Authorized Representative

Date

ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE

DESIGN PLAN REVIEW

#	REQUIRED ITEM DESCRIPTION	HAVE	NEED
1	Written documentation of approval of Concept Plan from ALL reviewing agencies		
2	Vicinity Map showing subdivision location		
3	Proposed name of subdivision per Article III, Section 302 of these regulations		
4	Scale of the Plan, North Point		
5	Location by military survey or other survey		
6	Location by Township		
7	Names, addresses, and phone numbers of owner and applicant		
8	Name, addresses, and phone numbers of professional engineer and registered surveyor who prepared the plan		
9	Appropriate registration number and seals, including one (1) set of plans with an original stamp and signature		
10	Boundaries of the subdivision		
11	Total Acreage of the entire tract, total acreage of land in lots, total acreage of land contained in streets, total acreage of open space, park land, etc		
12	Names of adjacent subdivisions, owners of adjoining parcels of undivided land and the location of boundary lines		
13	Locations, dimensions, and names of existing streets, railroad right-of-ways, easements, parks, permanent buildings, and corporations, Township and County lines		
14	Zoning classification of the tract and adjoining properties and a description of the proposed zoning changes if any		
15	Existing contours at two (2) foot intervals on land classified as "level" in the Clermont County Soil Survey, and not greater than five (5) foot intervals for all other lands		
16	Locations and dimensions of existing sewers, water lines, culverts, and other underground structures, and power transmission poles and lines within and adjacent to the tract		
17	Location of proposed streets, easements, common parking areas, alleys, pedestrian walks and points of circulation, ingress, and egress		
18	Names and widths of proposed streets and easements		
19	Verification that the proposed entrances meet all applicable Sight Distance requirements as established by the Clermont County Engineer and/or the Ohio Department of Transportation		
20	Typical cross section of roads, from right-of-way line to right-of-way line. The typical section shall show the location of all utility lines and storm sewers. Pavement design shown shall be on the designs shown in the <i>Subdivision Street Design and Construction Standards for Clermont County</i> .		
21	Building setback lines and dimensions		
22	Layout, numbers, and approximate dimensions of each lot, including area of individual lots in both acres and in square feet		

ARTICLE IV: REQUIRED SUBMISSION DOCUMENTS TABLE

DESIGN PLAN REVIEW

		HAVE	NEED
23	Location and dimensions of proposed utility and sewer lines, showing their connections to existing systems		
24	Parcels of land in acres to be reserved for public use or to be reserved by covenant for residents of the subdivision		
25	The location and extent of all soils within the proposed project area as qualified project site showing the drainage area of the project		
26	Drainage area of the project		
27	The location and extent of Flood Zones as defined in Section 503.A.3 of this resolution, showing flood way areas		
28	The location of wooded areas, topographic, and natural features that are within and adjacent to the proposed project areas		
29	Locations and dimensions of Rights-of-Way to be dedicated within the proposed subdivision and along any adjacent roadways		
30	Date referencing when plans were printed		
31	If the subdivision is to be submitted in sections, blocks or phases, these proposed divisions shall be indicated on the plan		
32	A statement indicating the proposed method of wastewater disposal		
33	Traffic Impact Study (Highly Recommended)		

**CLERMONT COUNTY PLANNING COMMISSION
APPLICATION FOR DESIGN PLAN REVIEW**

Date _____ A/P # _____

Name of Subdivision _____

Location _____

Township _____ Military Survey _____

Complete Parcel Identification Number (PIN) _____

Have **ALL** Concept Plan Review Letters been Obtained? _____

(See Design Plan Review Required Items Checklist, provide Documentation upon submittal)

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Name of Owner of property to be subdivided _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Name of applicant's surveyor or engineer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Acreage owned _____ Acreage proposed to be subdivided _____

Current Zoning Classification _____

Proposed Zoning Changes _____

Proposed Land Use _____

Is this a proposed "Special Development"? (See Article VII Sub Reg's) _____

(If yes, please attach completed "Special Development" Form)

DEVELOPMENT CHARACTERISTICS:

Number of proposed lots _____ Typical lot width_____

Number of proposed unit's _____ Typical lot area_____

Single Family_____ Multi-Family_____

Acreage to be devoted to recreation, parks or open space_____

Recreation facilities to be provided _____

Proposed method of supplying water service_____

Proposed method of sanitary waster disposal_____

(If on-site disposal systems are proposed, please attach letter certifying Board of Health approval).

APPLICATION FOR DESIGN PLAN REVIEW

Name of Subdivision _____

Are you requesting any variances from the Subdivision Regulations? _____

(If yes, please attach completed variance application form(s))

List all materials or attachments submitted:

	Number	Item
A.	_____	_____
B.	_____	_____
C.	_____	_____
D.	_____	_____
E.	_____	_____
F.	_____	_____
G.	_____	_____

AFFIDAVIT

I, _____, the applicant herein and the owner of the land contained in _____ subdivision, do hereby apply for Final Administrative Construction Plan Review for _____ subdivision. I hereby certify that I have adhered to the conditions issued by the Planning Commission during Design Plan Review, have read the foregoing document, and have answered all questions fully and frankly. The answers are complete and true of my own knowledge.

State of Ohio

County of _____

Signature of Applicant

Subscribed and sworn to before me

This _____ day of _____ A.D. 20____

Notary Public

For Official Use

Date Received _____	Review Fee Paid _____ Check # _____
Action Taken: _____ _____	

SECTION 309 FORMAL SUBDIVISION PLANS REQUIRED: DESIGN PLAN REVIEW

In order for an applicant to receive formal subdivision approval, plans shall be submitted in the following method:

- A. Submission of an application for Design Plan Review to the Planning Commission once ALL Concept Plan Approvals have been obtained from the appropriate reviewing agencies. Failure to produce all Concept Plan Approvals at the time of Design Plan Application will result in an incomplete submittal. Once approval of the Design plan has been obtained, final construction drawings for required improvements shall be submitted to the appropriate reviewing agencies for approval and signature. Record plat to be submitted for signature after satisfactory construction of improvements and posting of maintenance bond.

Design plans, construction drawings, “As-Built” construction drawings, supplemental information and record plats shall conform with the requirements set forth in Article V of these regulations. Each Concept Plan, Design Plan, construction drawing submittal, supplemental information, and record plat submittal shall conform with the requirements established in Article IV of these regulations, or the rules and regulations of the reviewing agencies. The Design Plan, construction drawings, “As-Built” construction drawings, and record plat shall be prepared by a registered engineer and/or surveyor, as permitted by law.

SECTION 310 FILING OF A DESIGN PLAN

A Design Plan consisting of ten (10) copies of the Clermont County Planning Commission Design Plan Review Application Forms provided by the Planning Commission together with of ten (10) copies of the Design Plan and supplementary information, and materials specified in Article IV shall be submitted and filed with the Office of the Planning Commission. All drawings shall be prepared by a qualified registered engineer and/or surveyor as permitted by law and submitted in both paper and electronic file format as defined by Article IV of these regulations. A filing fee shall be charged as indicated in Section 906.

SECTION 311 FILING DEADLINE: DESIGN PLAN REVIEW

All applications for a Design Plan Review shall be submitted no later than the first working day of the month in which the applicant wishes to go before the Planning Commission. Any late applications shall not be accepted.

SECTION 312 SCHEDULE OF MEETING

Within five (5) days of the submission of the Design Plan, the Planning Commission Staff shall schedule a meeting to consider the Design Plan to be held no more than thirty days (30) after the plan was submitted to the Planning Commission Staff and no less than seven days after the plan has been sent to the applicable reviewing agencies.

SECTION 313 DESIGN PLAN REVIEW

The Planning Commission shall forward copies of the Design Plan and supplementary information to such officials and agencies as may be necessary for the purposes of further study and recommendation. Such officials and agencies shall include:

- A. Township Trustees and applicable Zoning Inspector of the site's jurisdiction
- B. County Engineer
- C. County Water and Sewer District
- D. County Building Inspector
- E. County General Health District
- F. Natural Resource Conservation Service/Clermont Soil and Water Conservation District
- G. Ohio Department of Transportation when required by 5511.01 of the Ohio Revised Code
- H. Any other specialized or expert source of information that the Planning Commission elicits or elects to use to review the proposed subdivision

SECTION 314 DISPOSITION OF COMMENTS: DESIGN PLAN REVIEW

Review comments shall be accommodated as follows:

The reviews by 1) the County Engineer 2) the County Water and Sewer District and/or the County General Health District 3) the County Building Inspector and 4) the Ohio Department of Transportation (where applicable) shall include such exceptions, and conditions, designs or requirements deemed necessary to insure compliance with the policies, rules, regulations, and previous Concept Plan approvals adopted and enforced by such agents or the Planning Commission. The Planning Commission shall adopt the listed agent(s) findings as requirements for conditional approval.

SECTION 315 APPROVAL/DISAPPROVAL OF DESIGN PLAN

After receipt and disposition of review comments, the Planning Commission shall determine whether to approve, approve with conditions, or disapprove of the Design Plan. If a plan is disapproved, the reason shall be so stated in writing in the record of the Commission. The Planning Commission or an authorized representative of the Planning Commission shall endorse in writing on the plat the approval or disapproval of such plan within thirty (30) days after the submission of the plan for approval as required by 711.10 of the Ohio Revised Code. Approval of plans shall be conditional upon compliance with all applicable regulations. The applicant shall be notified of the final action of the Commission within seven (7) working days of the meetings.

**SECTION 322 APPROVAL PERIOD: DESIGN PLAN AND CONSTRUCTION
DRAWINGS**

The approval of the plat Design Plan and Construction Plans shall be effective for a maximum of five (5) years after Approval, and shall authorize the developer to commence construction in accordance with the requirements of the Office of the Clermont County Engineer and those of other applicable offices and agencies. If the construction of all proposed improvements is not completed during the five (5) year period, the approved plans will be considered void unless an extension for five (5) years is requested by the applicant and granted in writing by the Commission. At the time of applying for an extension, all improvements to the site shall be subject to all current specifications and standards.